

# ***The Iowa Council on Homelessness***

## **DRAFT MINUTES EXECUTIVE COMMITTEE MEETING**

Date/Time: February 20, 2015, at 10 AM  
Meeting Location: The Iowa Finance Authority; McNarney Conference Room  
Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A regularly scheduled meeting of the Executive Committee for the Iowa Council on Homelessness was held on Friday, February 20, 2015.

### **OPENING**

Chair Phillips opened the February 20th meeting of the Executive Committee at 10 AM. The following voting members were present: Axeen, Beilke-McCallum, Binner, Brustkern, Canganelli, Hagen, Munsterman-Robinson, Phillips, and Wilson. A quorum was established.

### **APPROVAL OF AGENDA – ACTION ITEM**

On motion by Mr. Axeen and seconded by Mr. Wilson, the agenda was unanimously approved for the February 20, 2015 meeting.

### **APPROVAL OF MINUTES – ACTION ITEM**

On motion by Mr. Beilke-McCallum and seconded by Mr. Brustkern, the minutes for the December 19, 2014 meeting were unanimously approved.

### **COMMITTEE UPDATES**

**Nominating** (*Ben Brustkern*): Mr. Brustkern mentioned that work continues on coming up with a guideline for reports and presentations during Iowa Council on Homelessness meetings. Mr. Brustkern would like to look at past submitted applications and rank those ahead of time. The recurring meeting date is 3<sup>rd</sup> Tuesday of off-council months starting in April 2015. The next scheduled meeting is set for March 17, 2015.

**Continuum of Care** (*Zeb Beilke-McCallum*): Mr. Beilke-McCallum provided a brief update surrounding the recent activities of the Continuum of Care Committee. He noted that the committee met unofficially on February 10, 2015 due to not having quorum for the meeting. Mr. Beilke-McCallum stated that the Committee intends to do a new ranking of renewal Continuum of Care projects based on application scoring for the 2015 Continuum of Care Program competition. He finished by saying that the next committee meeting is scheduled for March 10, 2015 at 10:30 a.m. and also that soon the committee will set a recurring meeting time, seek a committee co-chair, and confirm a list of application reviewers for this year's CoC competition.

**Policy and Planning** (*Crissy Canganelli/Tony Timm*): Ms. Canganelli stated that the committee will hold their next meeting on March 3-4 in conjunction with meetings that are planned with the State Public Policy Group surrounding their efforts to identify standards for homelessness in Iowa. Ms. Canganelli noted that recurring meetings had not been taking place due to the fact that they meet when the State Public Policy Group holds meetings. She finished by noting that the committee continues to work on an outreach plan and/or handbook for the identified standards.

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**Public Awareness** (*Stefanie Munsterman-Robinson*): Ms. Munsterman-Robinson provided a brief update about planning and logistics for the Day on the Hill event that is scheduled for Wednesday, March 18, 2015, in the rotunda of the Iowa State Capitol Building. Ms. Munsterman-Robinson said that she will send out a Doodle Poll soon (hopefully in the next couple weeks) to try and set up, not only a recurring meeting schedule, but a meeting time to finalize plans for the Day on the Hill Event. Mr. Beilke-McCallum was to determine how much money remained in the Iowa Coalition Against Domestic Violence's account they hold on behalf of the ICH for items like coffee and donuts that will be provided during the Day on the Hill.

Mr. McRoberts noted that following the Day on the Hill event, the Department of Education ICN Room located in the Grimes building had been reserved to hold the March Iowa Council on Homelessness meeting.

Mr. Binner and/or Mr. Wilson plan to give an update on the status of the 501c3 organization at the May Iowa Council on Homelessness meeting. Mr. Wilson stated that he hoped the non-profit organization would be recognized by the Internal Revenue Service by the end of 2015.

Ms. Munsterman-Robinson completed her update by stating that she is seeking feedback from the committee on talking points for the Day on the Hill event.

**Research and Analysis** (*David Hagen*): Mr. Hagen stated that the committee had not met recently, but will try to begin putting a recurring meeting schedule into practice. Plans for the committee include continuing to look at geographical problems associated with the annual Point-in-Time (PIT) Count and the committee also is seeking input on what information and data to investigate in 2015. Mr. Hagen mentioned that committee now has a co-chair, Carrie Dunnwald.

**Coordinated Intake** (*David Hagen*): Mr. Hagen stated that he is seeking a co-chair for this committee. He noted that work continues on investigation into virtual intake systems and physical pilot sites such as the one that is ongoing in Linn County. Mr. Hagen stated the next committee meeting would be February 23, 2015, at 1:00 p.m.

## **IOWA FINANCE AUTHORITY UPDATES**

Ms. Lewis discussed a memo about IFA administrative support of the Iowa Council on Homelessness. IFA would like to clarify and refine the way IFA supports the ICH and its committees. IFA proposes to continue to provide full support of full ICH meetings, as well as Nominating, Executive, and Continuum of Care Committees. The Nominating and Executive Committees are formalized in the Iowa Code and Administrative Code. The Continuum of Care Committee is not formalized in the same way; however, it has a significant role in the Continuum of Care Program funding process, so a formalized committee structure is recommended. Support for the other advisory committees would change slightly. IFA will continue to post agendas, minutes, resources, etc., as they are available. IFA staff may not always be present to record minutes; if not present, IFA will provide guidance and forms for committees to record their own informal minutes. Full details of IFA's proposal are provided in the memo available online in the Resources section for this meeting. Agendas for the advisory committees would need to be noted as such. IFA would recommend the Governance Charter be

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updated to reflect these changes and is seeking feedback on these changes. These proposals will be put forth at the March ICH meeting.

Ms. Lewis described a current proposal to the legislature for updates to the state Shelter Assistance Fund (SAF) Program. Right now SAF legislation includes support for rehabilitation and renovation of shelters. IFA proposes that the language be updated to focus on shelter operations and essential services, which is consistent with current and recent practice. IFA is also requesting that admin amounts for the Iowa Finance Authority be changed from 2% to 3%, which still will not cover the costs to IFA of administering the program, but will help offset a greater portion. Ms. Canganelli asked if there had been any thought of prioritizing the SAF funds for literally homeless service providers. Ms. Lewis responded that the legislation itself typically had not specified this level of detail for funding priorities, but may be considered within the guidelines for future SAF competitions.

Next, Ms. Lewis discussed HMIS bed coverage related to the Emergency Solutions Grant (ESG) and Shelter Assistance Fund (SAF). Ms. Lewis stated that it comes up fairly frequently how ESG and SAF funds might impact bed coverage. Ms. Lewis stated that she had researched this and there were 12 agencies that were in the Institute for Community Alliance's report on bed coverage that were not on the HMIS system. Of those 12, only three have applied for or received ESG or SAF funding since 2010. One of these three agencies closed completely for a time during these years, and another of the three is back on the network for 2015. The implication is that HMIS participation isn't based much on ESG/SAF funding, but rather these are typically faith-based organizations that likely have other reasons for not participating in the data network.

Ms. Lewis continued her update by describing a report that had been recently released by the Department of Human Service's Community Integration Workgroup for Adults with Severe Mental Illness. According to this workgroup's discussion regarding the report, some homeless shelters around the state are not well-equipped to serve those with severe mental illness. A member of this group claims to have witnessed this first-hand and believes this is a statewide problem. Ms. Lewis asked the committee if they would be interested in inviting this person to discuss these comments and concerns. Ms. Canganelli and the other committee members agreed to seek a discussion with this person.

Ms. Lewis concluded her update by reporting on a request from Joppa Outreach regarding Iowans who die homeless in 2015. Joppa is looking for information on homeless individuals who have passed away (first and last name, date of death, what city they lived in, and what their hobbies were) to remember them during their annual memorial service in December.

## **SET AGENDA FOR MARCH ICH MEETING**

- 1.) A recap of the Day on the Hill event
- 2.) Governance Charter: review comments, updates, and vote. All comments are due to the Executive Committee for review. The committee will then put forth the approved, recommended updates as a motion from the committee.

## **HMIS UPDATE**

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Mr. Stover-Wright mentioned that the existing Point-in-Time (PIT) Report is broken and they are waiting on a fixed version that will be provided by the vendor.

## **OLD BUSINESS**

Mr. Beilke-McCallum announced that the Right to Call Police has been introduced in the house and senate and is moving forward.

Mr. Wilson reported that the 501c3 organization is close to having their bylaws and articles of incorporation completed. He announced that they had come up with a name: Home Forward Iowa.

## **NEW BUSINESS**

- **2015 HUD Peer-to-Peer Homeless Symposium:** Ms. Lewis noted that the HUD Des Moines Field Office plans to hold another peer-to-peer symposium in Des Moines. The exact date is being worked on as are workshops for this event. If you have any questions, contact Julie Sleeper at [Julie.k.sleeper@hud.gov](mailto:Julie.k.sleeper@hud.gov).
- **Bill & Melinda Gates Foundation Housing First for DV Survivors:** Mr. Beilke-McCallum very briefly provided information on a recent initiative to help DV survivors through a Housing First model, through the Bill & Melinda Gates Foundation. Mr. Beilke-McCallum will provide more detail through a report to the Iowa Council on Homelessness at the March 18, 2015 meeting.
- **Department of Education/HUD Homelessness Definition:** Ms. Lewis noted that the Department of Education or related entities may be seeking to amend the federal HUD Homelessness Definition to include “doubled-up” individuals. Ms. Canganelli requested a report from the Department of Education ICH representative before the next Iowa Council on Homelessness meeting.

## **FUTURE MEETINGS**

The next regular meeting of the Executive Committee will be April 17, 2015 at the Iowa Finance Authority. Below are the approved Executive Committee meeting dates for the rest of the calendar year:

- April 17, 2015
- June 19, 2015
- August 21, 2015
- October 16, 2015
- December 18, 2015

## **ADJOURN**

On motion by Mr. Brustkern and seconded by Mr. Axeen, the February 20, 2015 Executive Committee meeting was adjourned at 12:00 PM.

## **VOTING MEMBERS PRESENT**

1. Al Axeen (Immediate Past Chair)
2. Zeb Beilke-McCallum, Iowa Coalition Against Domestic Violence
3. Ben Brustkern (Vice Chair), Cedar Valley Friends of the Family

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4. Crissy Canganelli, Shelter House
5. David Hagen, Hawkeye Area Community Action Program
6. Stefanie Munsterman-Robinson, Cedar Rapids Civil Rights Commission
7. Donna Phillips (Chair), Iowa Attorney General's Office
8. Tony Timm, Central Iowa Shelter & Services
9. Tim Wilson (Secretary), Willis Dady Emergency Shelter

## **OTHERS PRESENT**

1. David Binner (Co-Chair of Public Awareness Committee), Wells Fargo
2. Amber Lewis, Iowa Finance Authority
3. Josh McRoberts, Iowa Finance Authority
4. Ehren Stover-Wright, Institute for Community Alliances